



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 17310- Director, Special Programs Division- GS-15

Salary Range: \$128,082 - \$160,300

Vacancy Open Period: 09/26/2016 – 10/03/2016

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: PS/SPEC

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The Office of the Assistant Director of National Intelligence for Policy and Strategy (OADNI/P&S) is responsible for developing and coordinating Intelligence Community (IC)-wide policy; setting IC strategy; overseeing and promoting responsible information sharing and safeguarding; managing the execution of the DNI's controlled access program responsibilities; and advising the Director of National Intelligence (DNI) on initiatives. P&S' overriding aim is to build a more integrated, collaborative, and secure community.



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Major Duties and Responsibilities (MDRs)

- Provide oversight and leadership in the planning, development, and implementation of programs, policies, and procedures that result in the effective sharing of information across the Government while protecting Intelligence and Law Enforcement sources and methods, operational equities, and U.S. persons' privacy.
- Oversee and lead an evaluation of the potential impact of obstacles to information flow across the IC and work with policy analysts and Intelligence Community (IC) partners to develop and implement policy and process improvements.
- Lead the planning, identification, and development of effective solutions to intelligence access issues experienced by departments throughout the IC and U.S. Government.
- Provide oversight and leadership to ensure the maximum exchange of information throughout the IC and to non-traditional customers by balancing the responsibility-to-provide principle with the need-to-know standard as defined by existing policies, laws, and regulations.
- Provide oversight and leadership over the negotiation process for defining agreements with other IC and Government agencies in support of information sharing; plan, develop, and write Memorandums of Understanding establishing information sharing agreements with these components.
- Lead and direct the organization's sensitive intelligence and information technology system access approval operation ensuring customers' needs are met and information is timely and accurate.

Mandatory and Educational Requirements

- Expert knowledge of information sharing theory, policies, procedures, and technologies, as well as expert knowledge of how to develop and facilitate the implementation of those mechanisms.
- Expert knowledge of the mission, charter, roles, and responsibilities of the ODNI, IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing plans and programs.
- Superior ability to identify emerging information sharing trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

Desired Requirements

- Exceptional ability to collaborate across ODNI and the IC supported by strong interpersonal skills
- Strong willingness to address complex and/or controversial issues head-on in a professional manner
- A strong ability to operate independently, think critically and deal effectively with ambiguity; the incumbent must be comfortable determining the way ahead or making decisions on issues in situations where existing guidance is limited



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Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswicd@dni.ic.gov (*Daniel J.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov



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Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**